

**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence in the State:**

**Application for Initial and Renewal of Degree Authorization**

Please read the following guidelines in preparing application for degree granting authority:

1. Make certain that the program(s) meet specific criteria for the degree level(s) for which you are seeking approval.
2. Submit one (1) application for each program.
3. Do not change the Application for Degree Approval form. All subject headings should remain.
4. Completely fill out the application. Do not write “see catalog for list of courses.” The board reviews materials as printed in agenda books, catalogs are not included.
5. At the top of the Application for Degree Approval form list the name of the school and location(s).
6. If submitting for more than one location, identify which Instructor Qualification Record and transcript corresponds with which location. If the same instructor is teaching at multiple locations, label the IQR and transcript with the appropriate locations. Please submit only the transcript for the last degree earned and/or copies of work experience, with dates, from previous employees when applicable.
8. Submit the Application for Degree Authorization on paper. Submit the Application for Degree Authorization, Instructor Qualification Records, and Transcripts via electronic mail.
9. Initial Degree Authorization Request(s): Submit the application(s) at least sixty (60) days prior to the next quarterly Commission Meeting. The Commission Meetings are usually scheduled for the months of March, June, September, and December.
10. Application for Initial Degree Authorization - Fee  
- Per degree, per campus \$300.00
11. Application for Renewal of Degree Authorization - Fee  
- Per degree, per campus \$100.00

Please submit a check in the appropriate amount made payable to the ‘State of Indiana.’

## **RULES OF THE FORMER INDIANA BOARD FOR COMMISSION ON PROPRIETARY EDUCATION DEGREE CRITERIA**

### **Degree, Diploma, Certificate Authority; Additional Requirements**

#### **Authority to grant degrees; out-of-state institutions**

Sec. 1. Authority. The Commission may extend degree authority to its accredited institutions which are in compliance with the standards for Fully Accredited Status. Institutions domiciled in Indiana desiring to grant degrees, diplomas and certificates must meet the additional requirements set forth in Part X. Institutions whose administrative offices are domiciled out-of state and who desire to operate in Indiana or award degrees, diplomas, and certificates must comply with the provisions of Part XIII.

#### **Certificate of completion**

Sec. 2. Certificate of Completion. A Certificate of Completion may be awarded by an accredited institution to a student who has successfully completed an approved course of study of a duration less than:

- (A) 72 Quarter hours; or
- (B) 48 Semester hours; or
- (C) 720 Clock hours.

#### **Diploma**

Sec. 3. Diploma. A Diploma may be awarded by an accredited institution to a student who has successfully completed an approved course of study constituting at least:

- (A) 72 Quarter hours; or
- (B) 48 Semester hours; or
- (C) 720 Clock hours.

#### **Associate degrees**

Sec. 4. Associate Degrees. An Associate Degree may be awarded by an accredited institution to a student who has successfully completed an approved course of study comprised of a minimum of: (A) 96 Quarter hours; or

- (B) 64 Semester hours; or

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- (C) 960 Clock hours.

(1) Associate of Applied Science. This award is conferred upon a student who has successfully completed an approved course of study in a vocational program. The objectives of the program should emphasize the fact that the end result of the training shall be that the graduate possesses those job skills required for entry level employment in the specialty. The curriculum shall provide for a minimum of 75% in the specialty. This requirement applies to the minimum of 96 quarter hours, 64 semester hours, or 960 clock hours. This degree does not require the inclusion of general studies courses, but general studies courses may be a part of the program.

Additional Standards: Staff. The additional Standards for the award of the Associate in Applied Science degree are:

- (a) One third of the teaching staff in the program shall hold a higher degree, master's degree, a first professional degree, baccalaureate degree plus five (5) years practical experience in the specialty, or an excess of ten (10) years practical experience in the specialty.
- (b) Two-thirds of the teaching staff in the program shall maintain the following minimum qualifications:
  - (1) a degree relevant to the specialty from an accredited two or four year collegiate institution; or
  - (2) five (5) years documented practical experience in the specialty; or
  - (3) a minimum of two (2) years documented practical experience in the specialty and relevant training in the specialty.

(2) Associate in Arts or Associate in Science. The Associate in Arts or the Associate in Science degree has the same requirements as those specified for the Associate degree in general. The intent of the Associate in Arts or the Associate in Science degree is that such a degree may be a terminal or a transfer award. The curriculum shall be comprised of a minimum of 50% in the specialty. At least 35% of the remaining courses shall be in the liberal arts.

This requirement applies to the minimum levels of 96 quarter, 64 semester, or 960 clock hours. Programs of longer duration shall not be required to increase the liberal arts component beyond these minimum requirements. Additional Standards: Staff. The additional Standards for the award of the Associate in Arts or the Associate in Science degree are:

- (a) a minimum of fifty percent of the instructors in the program shall hold a master's degree, a first professional degree or a higher degree. The remainder shall hold baccalaureate degrees; or
- (b) the institution may be evaluated in comparison with similar institutions or programs in the public or private sector of postsecondary education.

#### **Associate degree library/instructional resource center**

Sec. 5. Additional Standards: Library/Instructional Resource Center. The Associate Degree Library or Instructional Resource Center shall hold an adequate number of volumes of current professional material, such as textbooks, periodicals and research studies related to the Associate Degree specialty. In addition, access to other library facilities in close geographic proximity to the school is desirable. The Library/ Institutional Resource Center facilities will be evaluated as to the kind and type of institution to be appraised. The Commission shall decide competent Library/Instructional Resource Center facilities on an individual basis, since each institution's unique role will dictate the needs of the Library/Instructional Resource Center and other resources available.

#### **Advanced degrees**

Sec. 6. Advanced Degrees. Awards of Advanced Degrees, such as the baccalaureate, master's first professional or doctoral degrees, shall be treated as an "exception." Each request will be thoroughly studied and reviewed by the Commission before permission is granted to award such a degree(s). Proposed programs will be evaluated by the standards of similar programs in public or private postsecondary institutions.

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#### **Duration of degree award authorization**

Sec. 7. Degree Award Duration. The authorization for the degree award shall be issued for a five year period. Degree programs will be reviewed by the Commission at least every five (5) years and the renewal of degree award authority for a subsequent five (5) year period will be considered by the Commission in the fourth year of the initial degree award period.

#### **Revocation or suspension of degree award authorization**

Sec. 8. Revocation/Suspension. Degree authority may be revoked or suspended by the Commission if an institution is not in continual compliance with the Rules and Regulations covering the degree award period.

Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

Out-of-State Institutions and  
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**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution \_\_\_\_\_

Program name and  
Suggested CIP Code: \_\_\_\_\_

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) \_\_\_\_\_

Name of Person Preparing this Form \_\_\_\_\_

Telephone Number \_\_\_\_\_ **Application Type**

Date the Form was Prepared \_\_\_\_\_ Initial or Renewal  
(Revise date after any revision)

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: \_\_\_\_\_

Total Course Hours: \_\_\_\_\_

Check one: Quarter Hours \_\_\_\_\_

Semester Hours \_\_\_\_\_

Clock Hours \_\_\_\_\_

Tuition : \_\_\_\_\_ Length of Program: \_\_\_\_\_

**SPECIALTY COURSES:**

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

**Course  
Number**

**Course  
Title**

**Course  
Hours**

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

**Course  
Number**

**Course  
Title**

**Course  
Hours**

Number of Credit/Clock Hrs. in Specialty Courses: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

Number of Credit/Clock Hrs. in General Courses: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

**2. Number of volumes of professional material:**

**3. Number of professional periodicals subscribed to:**

**4. Other library facilities in close geographical proximity for student access:**



**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.  
**\*\* Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:		Full-time:		Part-time:	
Fill out form below: (PLEASE LIST NAMES IN <b>ALPHABETICAL</b> ORDER.)					

[illegible]

*Indiana Commission for Higher Education  
Indiana Board for Proprietary Education*  
**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution:  
Degree Program:  
Locations:

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

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**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify  
Each specific professional certification:  
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

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**Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify  
The specific professional industry standard(s) and/or best practice(s):  
The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

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**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

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**Transferability of Associate of Science Degrees**

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s):

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**Job Titles**

List specific job titles and broad job categories that would be appropriate for a graduate of this program: